

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating traffic accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Police Corporals serve as assistant shift supervisors, or may serve as shift supervisors in the absence of a Police Sergeant. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists Police Sergeants in the supervision of patrol duties in an assigned or targeted area by use of a squad car or on foot in order to discourage criminal activity. Responds to complaints, business or residential alarms and crimes in progress. Observes doors and windows of business establishments to detect signs of illegal entry and searches buildings found unsecured. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Takes mentally disturbed person into custody. Directs the transportation of or transports arrested person to holding facility or jail. Books arrested person, conducts criminal history check and performs basic frisk and search during initial booking.

Patrols or supervises patrols of streets and highways in an assigned area to detect traffic violations and prevent accidents. Operates radar, conducts vehicle stops and issues citations as necessary. Verifies proof of insurance, safety and licensing requirements. Supervises and engages in high speed vehicular pursuit of fleeing vehicles, tracking the location and progression of the pursuit as necessary. Observes, stops and interviews

motorists suspected of driving while intoxicated or under the influence.

Oversees and participates in investigations of traffic accidents by interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information. Determines if other services such as hazmat or extrication are needed. Protects vehicle accident scene from disturbance, providing for the safe flow of traffic around the accident. Identifies, protects and documents any evidence found at the accident scene, taking photographs as needed. Clears accident scene by summoning wrecker service, ensuring that debris is removed from the roadway. Identifies, reports and assists with hazardous road conditions, directing traffic, blocking roadways and securing affected area as needed.

Investigates cases involving missing persons, domestic violence, forgery, computer fraud, burglary, assault and battery, homicide or other criminal activity. Supervises law enforcement officers or performs investigative duties, such as securing and protecting crime scene; identifying, collecting, labeling and preserving evidence; dusting for and lifting fingerprints at the crime scene; sketching or photographing the crime scene, and interviewing crime victims and witnesses to obtain facts and descriptions of suspects. Reviews initial crime report in order to become familiar with the crime scene layout, collected evidence and proposed leads. Develops description of suspect using departmental records or NCIC computer network and follows up on leads. Broadcasts to other law enforcement personnel a detailed description of suspects and vehicles. Obtains and executes arrest or search warrants. Communicates with informants and interrogates suspects in order to obtain facts, identify the perpetrator and provide information to support court prosecution. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as necessary.

Supervises and performs investigation cases of runaway juveniles or crimes against juveniles. Maintains surveillance and patrol presence in places where problems involving juveniles have occurred, or are likely to develop. Patrols area to detect juvenile curfew violations and underage drinking. Locates and detains juvenile truants during school hours and responds to reports of fighting in schools. Communicates with court officials about possible detention. Interviews juveniles using established procedures that preserve the rights of the child. Takes juveniles into custody who are in need of care or who have committed a crime, using appropriate procedures for processing juveniles. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Attends in-service training to keep abreast of new procedures and laws. Practices with special weaponry to maintain proficiency. Develops tactical plans for response to various emergency situations and drills. Maintains proficiency in the use of

firearms and defensive tactics. Inspects and maintains equipment such as vehicles, weapons and radar to ensure they are in good working order. Provides on-the-job training on all aspects of police work for new recruits or less experienced officers.

Completes standard departmental report forms and records data relating to daily work activities onto log sheets. Gathers and compiles information for reports by reviewing and analyzing data. Processes data and exchanges information utilizing the department's computer system and computer networks such as NCIC by entering, updating, and retrieving information. Maintains files and writes letters, reports and memoranda as directed.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Provides information about relative private or governmental services such as family support or victim assistance programs. Responds to questions and complaints from the public, exercising courtesy and tact. Maintains professional demeanor and appearance at all times when in contact with the public. Participates in community activities and youth-related volunteer activities, as directed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least two (2) years immediately preceding closing date for application to the board.